

FRIENDS OF RICHMOND GREEN

CONSTITUTION

1 Background

This Constitution formalises the aims and objectives and management of Friends of Richmond Green which has existed for a number of years without formal constitution.

2 Name

The name shall be Friends of Richmond Green herein after referred to as FORG.

3 Geographical Limits

The Membership area covered by the FORG hereinafter referred to as the Area covers Richmond Green and the surrounding area as defined by the map attached as the schedule to this Constitution or such other geographic area as determined by the Executive Committee from time to time. For the purposes of this Constitution the term “Richmond Green” means Richmond Green and the Little Green. From time to time matters arising outside the Area may be relevant to FORG and its area of interest is not confined to the Area as defined.

Aims and Objectives

4 FORG is established for the benefit of residents normally living in the Area and businesses immediately identified around Richmond Green for the following aims and objectives:

- 4.1 To encourage and promote public interest and civic pride in Richmond Green and its environs,
- 4.2 To improve the quality of life for residents in the Area generally and to promote the long-term attractiveness of the Area for residential use,
- 4.3 To maintain and improve the character and quality of the built and natural environments of Richmond Green and its environs including the following: seeking the preservation protection development and improvement of buildings of historic or public interest and features of beauty; promoting high standards of planning and architecture commensurate with the status of Richmond Green and its environs as a designated Conservation area with many listed buildings and the status of Richmond Green as a classified Historic Park; and promoting the maintenance of trees plants grassed areas and wildlife,
- 4.4 To improve the cleanliness and appearance of the streets and public spaces covering Richmond Green and its environs including the following: promoting the reduction and prompt removal of rubbish and throw-away litter graffiti fly-posters fallen leaves fouling by dogs and persons and other clutter and defacement of the streets and public spaces; promoting the maintenance and enhancement of street furniture including litter bins railings lamp-posts and benches and promoting effective street lighting and signage,
- 4.5 To improve access and parking arrangements for residents in the Area and reduce the

negative effects of traffic and parking generally while recognising the needs of Richmond town,

4.6 To improve the safety and security of residents and other persons in the area covered by Richmond Green and its environs and reduce crime anti-social behaviour nuisance and disturbance,

4.7 To encourage responsible use of Richmond Green and its environs and a balance of use that recognises residents' interests and amenity.

5 In furtherance of the said aims and objectives but not otherwise FORG through its Executive Committee shall have the following powers in relation to Richmond Green and its environs:

5.1 To promote FORG and its activities and to publish papers reports and other literature,

5.2 To hold meetings lectures and exhibitions,

5.3 To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription donation and otherwise; provided that FORG shall not undertake any permanent trading activities in raising funds,

5.4 To acquire by purchase gift or otherwise property whether subject to any special trust or not,

5.5 To sell let or dispose of or turn to account all or any of the property or funds of FORG as shall be appropriate and necessary,

5.6 To seek that licenses for street trading liquor entertainment and events recognise the interests and amenity of residents and the quality of Richmond Green and its environs,

5.7 To seek in proportion to the need the assistance from and enforcement of appropriate laws bye-laws rules and regulations for the protection of the interests and amenity of residents and the quality of Richmond Green and its environs,

5.8 To act as a co-ordinating body and to co-operate with local authorities planning and licensing committees and all other statutory authorities town centre managements voluntary organisations charities and persons having similar aims to those of FORG,

5.9 To do all such things as are necessary for the attainment of the said aims and objectives.

6 PROVIDED ALWAYS that FORG shall not engage in religious or political activities.

7 FORG shall be non-profit making.

8 **Membership**

Membership of FORG is open to any person aged 16 or over sympathetic with its aims and objectives who resides principally in the Area. Membership is subject to the terms of this

Constitution and on payment of the appropriate annual subscription. No Member shall have power to vote at any meeting of FORG if his or her subscription is in arrears at the time. Evidence of residence may be required in order for a person to attend and vote at meetings as a Member but there shall be no requirement for admission to a register of Members unless the Executive Committee so decide.

9 **Subscriptions**

The classes of Members of FORG the rates of subscription if any and the period of membership shall be recommended from time to time by the Executive Committee and approved at the Annual General Meeting.

10 **Management**

10.1 Subject to any resolution of FORG at a General Meeting the control and management of the affairs of FORG (including power to put FORG's funds on deposit and authorise expenditure) shall be vested in the Executive Committee.

10.2 The **Executive Committee** shall consist of the Chairperson the Honorary Secretary the Honorary Treasurer and up to four members elected at the Annual General Meeting and such additional members not exceeding three as may be co-opted by the Executive Committee to serve during the year of their co-option. The Executive Committee may appoint from its members a Vice-Chairperson to deputise for the Chairperson in his absence at any meeting at which the Chairperson is required to be present. The Vice Chairperson shall be elected by the Executive Committee at their first committee meeting taking place after the Annual General Meeting.

10.3 **Election of Officers.** The first Chairperson Honorary Secretary and Honorary Treasurer under the terms of this Constitution shall be elected at the Members meeting held to approve the Constitution. Subsequently the Chairperson the Honorary Secretary and the Honorary Treasurer shall be elected in the following way: Each year the Executive Committee shall propose to the Annual General Meeting persons to act as Officers for the ensuing year. If the proposals are rejected the Members shall propose other persons. The Chairperson and the Honorary Officers shall hold office until the conclusion of the next Annual General Meeting but shall be eligible for re-election. The Chairperson and the Honorary Officers shall be ex-officio members of the Executive Committee and any other committee.

10.4 **Election of Executive Committee.** The first members of the Executive Committee under the terms of this Constitution (other than Officers referred to above) shall be elected at the Members meeting held to approve the Constitution. Subsequently the members of the Executive Committee (other than the Officers referred to above) shall be elected at the Annual General Meeting in accordance with the following procedure:

There shall be up to seven and not less than five elected members serving on the Executive Committee each year which number shall include the Officers. All the elected members shall retire at each Annual General Meeting. A retiring member shall be eligible for re-election. Candidates for election must be Members of FORG who are willing to serve and their names (proposed and seconded by Members of FORG) must be

submitted in writing to the Honorary Secretary not less than twenty-eight clear days before the date of the Annual General Meeting. Any member of the Executive Committee who is eligible for re-election shall be deemed to be a candidate unless he or she shall have withdrawn by notice in writing to the Honorary Secretary not less than seven clear days before the date of the Annual General Meeting.

- 10.5 **Vacancies on the Executive Committee** during the Financial Year. A vacancy shall be deemed to have occurred on the Executive Committee if any one or more of the following events shall occur:
- 10.5.1 the death or bankruptcy of a member of the Executive Committee,
- 10.5.2 the voluntary written resignation of an elected or co-opted member of the Executive Committee.
- 10.6 **Appointment of replacement Officer.** If during the financial year any vacancy shall occur in the Officers of FORG the Executive Committee may appoint one of their number or any other Member of FORG to act as Officer in his or her place until the next Annual General Meeting of FORG.

11 **Meetings**

- 11.1 An **Annual General Meeting** shall be held once in each calendar year not more than three months after the end of FORG's Financial year at a time and place to be fixed by the Executive Committee to:
- 11.1.1 elect the Officers of FORG in accordance with clause 10.3,
- 11.1.2 elect the members of the Executive Committee in accordance with 10.4,
- 11.1.3 receive the report of the Executive Committee,
- 11.1.4 receive the report and accounts of the Honorary Treasurer,
- 11.1.5 transact any other business proper to an Annual General Meeting.

At an Annual General Meeting a Quorum shall be fifteen Members.

Notice of the Annual General meeting shall be sent to all Members not less than twenty-one days before the date of the meeting and shall include the names and addresses of all persons standing for election at the meeting as Officers and members of the Executive Committee.

- 11.2 An **Extraordinary General Meeting** shall be held within twenty-eight days of the receipt by the Honorary Secretary of a requisition in writing signed by not less than fifteen Members of FORG and not less than seven days' notice of such a Meeting shall be sent to all Members.
- 11.3 **Ordinary General Meetings** shall be held as decided by the Executive Committee.
- 11.4 **Exclusion from General Meetings.** The Chairperson of FORG shall have the power to exclude from any of FORG's meetings any Member or visitor whose behaviour in his opinion is inconsistent with the orderly conduct of the meeting.
- 11.5 The **Executive Committee Meetings** shall be held at least five times a year but more frequently at the discretion of the Executive Committee. Meetings shall be convened by

the Honorary Secretary in consultation with the Chairperson and additional meetings shall be convened if requested in writing by not less than two members of the Executive Committee. At any meeting of the Executive Committee a quorum shall be four members including at least one of the Officers.

11.6 **Voting.** All decisions taken at the Annual General Meeting or Extraordinary General Meetings or Committee Meetings shall be by the majority vote of the persons eligible to vote present and voting. Each person entitled to vote will have one vote. In the case of an equality of votes on any question the Chairperson has a second casting vote.

11.7 **Declaration of Interest.** It shall be the duty of every Officer or member of the Executive Committee or any Sub-Committee who has a commercial interest in any item discussed at any Committee meeting at which he or she is present to declare such interest and he/she shall not discuss such item (except by invitation of the Chairperson) or vote thereon.

12 **Application of Funds**

The Funds of FORG shall be applied only for the promotion of its aims and objectives and shall be administered by the Honorary Treasurer at the direction of the Executive Committee. All cash shall be paid into an account or accounts in the name of Friends of Richmond Green at such bank or banks as the Executive Committee shall decide from time to time. Cheques drawn on the account(s) shall be signed by two members of the Executive Committee of whom one shall either be the Chairperson, the Honorary Treasurer or the Honorary Secretary. Unless otherwise decided by the Executive Committee FORG's Financial year shall end on 31 October in each year with the first such period extending to 31 October 2003 provided always that not more than eighteen months shall elapse between two consecutive accountancy periods of FORG.

13 **Winding up**

FORG may be dissolved by a two-thirds majority of Members voting at an Annual General Meeting or Extraordinary General Meeting of FORG confirmed by a simple majority of Members voting at a further Extraordinary General Meeting. If a motion for the dissolution of FORG is to be proposed at an Annual General Meeting or an Extraordinary General Meeting this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of FORG the available funds of FORG shall be transferred to such one or more organisations having aims similar or reasonably similar to those herein before declared as shall be chosen by the Executive Committee and approved by the Meeting of FORG at which the decision to dissolve FORG is confirmed. On dissolution the minute books and other records of FORG shall be deposited with the local studies library.

14 **Duties and Responsibilities**

14.1 It shall be the responsibility of **Members of FORG** to report to the Honorary Secretary or to a member of the Executive Committee any matter which seems to require action by FORG and except in cases of extreme urgency any such report shall be in writing or by facsimile or e-mail.

14.2 The **Chairperson** shall if present act as Chairperson at all meetings of FORG and the

Executive Committee. In the absence or unavailability of the Chairperson or Vice-Chairperson at any meetings of FORG the persons present shall be entitled to appoint one of their number to preside at that meeting.

- 14.3 The **Honorary Secretary** shall be responsible for the secretarial work of FORG; for convening meetings in accordance with this Constitution; for preparing and presenting the Annual report of the Executive Committee; and for maintaining proper files of FORG's documents.
- 14.4 The **Honorary Treasurer** shall administer the funds of FORG in accordance with this Constitution; shall keep proper account of FORG's monies; shall prepare and present to the Annual General Meeting a Statement of Account and Balance Sheet; and shall advise the Executive Committee on FORG's financial affairs.
- 14.5 The **Executive Committee** shall direct the activities of FORG and where necessary take action on its behalf. It shall consider any matter properly brought to its attention under 14.1 of this clause. It shall report regularly to the Members either at General Meeting in writing or by facsimile e-mail or web site. It shall have the power to appoint Officers additional to those elected to carry out specific duties and to terminate such additional appointments at its discretion. It shall have power to appoint committees composed of Members of FORG for specific purposes to determine their constitution and terms of reference and to terminate any such appointments at its discretion and actions and proceedings of such Committees shall be reported back to the Executive Committee as soon as possible.
- 15 **Liabilities**
The Executive Committee and each of its members shall be indemnified out of the assets of FORG against all liabilities and expenses incurred by the Executive Committee or any of its members in respect of any act or omission made in good faith in any way relating to the affairs of FORG.
- 16 **Amendment of Constitution**
No alterations shall be made to this Constitution except at a General Meeting of FORG of which special notice shall have been given to the members not less than twenty-one days before the date of the meeting specifying the proposed alteration and then only upon a resolution being passed by not less than two-thirds of those eligible to vote and voting.

This Constitution was approved by the Friends of Richmond Green at an Extraordinary General Meeting held on 9th October 2002.